

CLAIMS

What is claimed is:

1. A method for generating and organizing information in a meeting, comprising:
 - capturing discrete portions of information;
 - generating a note from each of the discrete portions of information, wherein each note includes visually perceptible note information and computer readable symbology of the note information;
 - optionally printing the notes;
 - moving the notes to a selected repository;
 - organizing the notes in the selected repository to obtain organized notes;
 - optionally scanning each of the computer readable symbologies on each of the organized notes to obtain note information; and
 - placing the note information into one or more selected computer software applications.
2. The method according to claim 1, wherein capturing the discrete portions of information comprises at least one user entering the discrete portions of information into a computer using a keyboard in communication with the computer or using handwriting recognition technology incorporated into a touch screen in communication with the computer.
3. The method according to claim 1, wherein capturing the discrete portions of information comprises a remote user entering the discrete portions of information into a computer connected to a network.
4. The method according to claim 1, wherein the network is a public Internet.

5. The method according to claim 1, wherein optionally printing the notes comprises printing labels configured for sticking on the selected repository.

6. The method according to claim 1, wherein optionally printing the notes comprises printing on any size paper.

7. The method according to claim 1, wherein the discrete portions of information for each note comprise at least one of a note category, a textual description, a user field, a duration, an owner identification, dependency and a user-defined field.

8. The method according to claim 1, wherein moving the notes to the selected repository comprises placing optionally printed notes on a laminated flip chart.

9. The method according to claim 1, wherein moving the notes to the selected repository comprises storing the notes on a computer in communication with a projector and displaying a computer image of the notes on a screen.

10. The method according to claim 1, wherein organizing the notes comprises: placing the notes in a desired order to obtain ordered notes; and adding dependencies and sequential numbers to each of the ordered notes to obtain organized notes.

11. The method according to claim 1, wherein placing the note information into the one or more selected computer software applications comprises importing or exporting the note information into at least one of Microsoft® Excel™, Word™ and Project™.

12. The method according to claim 1, wherein placing the note information into the one or more selected computer software applications comprises importing or exporting the note information into a Windows compatible software application™.

13. A system for generating and organizing information in a meeting, comprising:
an input device; and
a processor in communication with the input device and configured to execute a computer program; and
wherein the system is configured for receiving discrete portions of information using the input device and formatting each of the discrete portions of information as an output, wherein each output includes a visually perceptible version of each discrete portion of the information and a computer readable symbology of each discrete portion of the information.

14. The system of claim 13, wherein the input device comprises a wireless instant messenger input device configured to communicate with the processor.

15. The system of claim 13, further comprising an output device in communication with the processor configured for communicating the output.

16. The system of claim 15, wherein the output device comprises a printer configured for printing the output.

17. The system of claim 16, wherein the output comprises a note on label media.

18. The system of claim 17, further comprising at least one flip chart for receiving and displaying the label media.

19. The system of claim 13, wherein the computer readable symbology comprises barcoding.

20. The system of claim 19, wherein the barcoding comprises two-dimensional barcoding.

21. The system of claim 13, wherein the system comprises at least one of a desktop personal computer, a laptop computer, a tablet computer, a personal digital assistant and a remote computer communicating over a computer network.

22. The system of claim 13, wherein the computer comprises a computer network.

23. The system of claim 13, wherein the visually perceptible version of each discrete portion of the information comprises alphanumeric text.

24. The system of claim 13, wherein the input device includes a barcode scanner configured to read the barcode, wherein the processor is further configured to import the information in the barcode into at least one computer software application.

25. A system for generating and organizing information in a meeting, comprising:
a computer network;

a printer in communication with the computer network;

a plurality of computers in communication with each other and the plurality of printers on the computer network, wherein each of the plurality of computers is configured for receiving information and generating an output comprising the information and a computer readable symbology of the information, wherein the output is configured for printing notes on media using the printer; and

at least one scanner in communication with at least one of the plurality of computers for reading the computer readable symbology so that the at least one of the plurality of computers can manipulate the information to obtain note information.

26. The system according to claim 25, wherein the media comprises label stock.

27. The system according to claim 25, further comprising at least one flip chart for displaying printed notes.

28. The system according to claim 25, further comprising a projector in communication with at least one of the plurality of computers for displaying at least one of the scanned notes as a computer generated image.

29. A computer media for storing a computer program, the computer program implementing a method for generating and organizing information in a meeting, the computer program configured to run on a computer, the method comprising:

capturing discrete portions of information entered by a keyboard in communication with the computer or touch screen on the computer with handwriting recognition software;

generating a note from each of the discrete portions of information, wherein each note includes visually perceptible version a discrete portion of information and computer readable symbology of a discrete portion of the information; optionally printing the notes on a printer; moving the notes to a selected repository; organizing the notes in the selected repository to obtain organized notes; optionally scanning each of the computer readable symbologies on each of the organized notes to obtain note information; and placing the note information into one or more selected computer software applications.

30. The computer media according to claim 29, wherein the capturing the discrete portions of information comprises entering the discrete portions of information into a remote computer in communication with the computer by a packet-based network.

31. The computer media according to claim 30, wherein the packet-based network comprises a public Internet.